Leave/Overtime Requests For Approvers

This presentation covers the following:

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- [E-mail Notifications](#)
- [Reviewing/Approving a Leave/Overtime Request](#)
- [Creating a Request on an Employee's Behalf](#)
- [Accessing an Archived Request](#)

Note: each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

Leave/Overtime Requests: Basic Information

- The agency's central payroll officer (CPO), approvers, reviewers and time entry assistants (TEAs) will have a 'Review Request Actions' button on in the left navigation frame in I-TIME when their agency is using the online Leave/Overtime Request.

- The employee will not be able to submit their time sheet until all leave/overtime requests have been acted upon by the approver.

- If the employee attempts to submit their time sheet before an action has been taken on a leave/overtime request, an e-mail message will be generated to the approver advising immediate action is required.

- If the approver makes a change to the employee's time sheet, a new or revised leave request may need to be processed.

Leave/Overtime Requests: Email Notifications
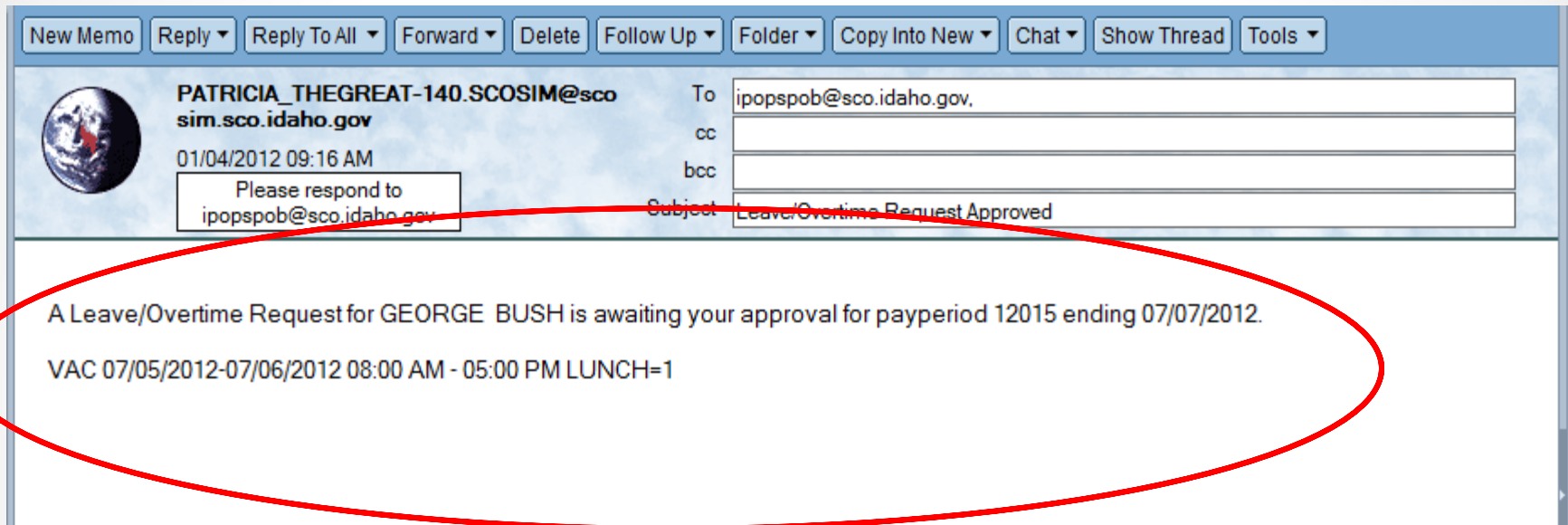
When an employee submits a leave/overtime request, an e-mail notification is generated and sent to the approver. The e-mail notification will display the employee's name, pay period number, pay period ending date, earnings code and dates requested for the leave/overtime. An overtime request will display XXX in the earnings code field.

Leave/Overtime Requests: Logging On

Leave/Overtime Requests: Logging On

Application Selection Menu

You will only be able to access those applications you have been authorized to use. If you do not have authorization to enter an application that you wish to, contact your agency security administrator.

Change Password	Log Off	Change Question/Answer

Welcome:

Declare State Surplus Property
Board of Examiners
Declare State Surplus Property

Employee Self Service
Medical and Dental Enrollment, FSA, Direct Deposit,
Address, Deductions

Form W-2
Employee Form W-2

GAAP Closing Packages
Agency FYE Accrual Entries for the
State Comprehensive Annual Financial Report

IBIS
Idaho Business Intelligence System

I-TIME
Idaho Employee Time Entry System

Online Reporting
Agency Financial and Payroll Reports

Pay Stubs
Employee Pay Stubs

Statewide Accounting System
Adjustments, Budgetary, Cash Receipts, P-Card,
Payment Services, Req-PO, Travel
Reimbursement, Vendor Maintenance,
Vendor Remittance

To access the employee's leave/overtime request, click on 'I-TIME' on the Application Selection Menu to get started.

Leave/Overtime Requests: Reviewing/Approving a Request

Select 'Review Request Actions' in the navigation area on the left. Leave/overtime requests can be viewed by time entry location (TEL) or by employee. Once you have chosen your TEL or employee, click on 'Continue'.
Note: all employees within a TEL can be displayed by choosing that TEL from the drop-down list.

Leave/Overtime Requests: Reviewing/Approving a Request

All of the current and future leave/overtime requests will appear for that employee or for all of the employees in a specific TEL. To open a request, click on the color coded status link.
Note: if no requests have been created for an employee, 'No Requests Found' will be displayed in the review.

Leave/Overtime Requests: Reviewing/Approving a Request

YOSHIKO UCHIDA	0252	
HUMAN RESOURCES FINANCIAL SPECIALIST		07/07/2013 - 07/20/2013 Leave Request Request-Approved 09/01/2013 - 09/14/2013 Leave Request Request-Draft 09/01/2013 - 09/14/2013 Leave Request Request-Pending 09/01/2013 - 09/14/2013 Leave Request Request-Approved 09/01/2013 - 09/14/2013 Leave Request Request-Denied 09/01/2013 - 09/14/2013 Overtime Request Request-Deleted

The statuses of the requests are color-coded according to where they are in the approval process.

Leave/Overtime Requests: Reviewing/Approving a Request

Leave Summary

SIC 07/12/2013-07/12/2013 08:00 AM - 05:00 PM LUNCH=1

Week 1

Time Code	Sun 07/07/201...
SIC	

When the approver clicks on the colored link, the employee's leave/overtime request will open in a new window. The approver will see the leave summary, employee comments, timestamp, and audit trail. The approver can also add comments to the request.
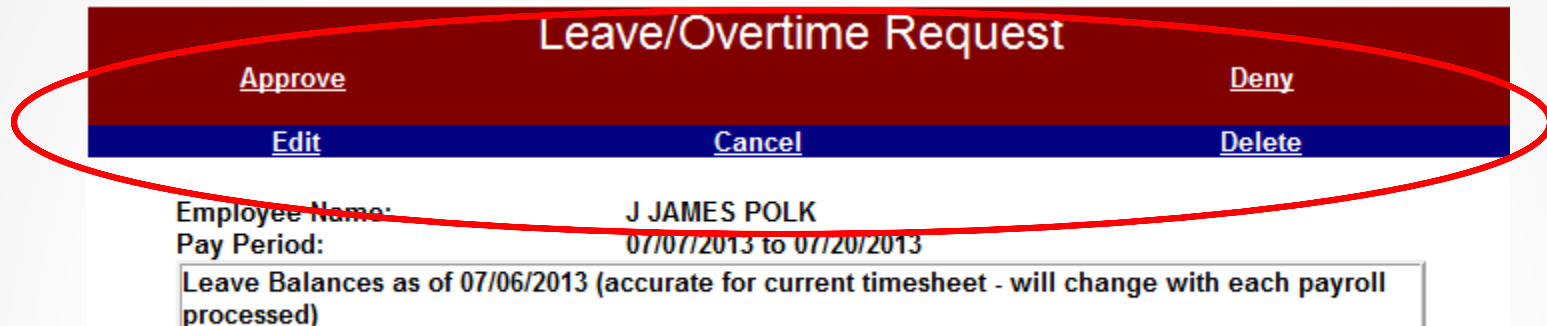
Week 2

Time Code	Sun 07/14/2013	Mon 07/15/2013	Tue 07/16/2013	Wed 07/17/2013	Thu 07/18/2013	Fri 07/19/2013	Sat 07/20/2013	Total
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Employee Comments	Approver Comments
TAKING OFF FRIDAY TO GO CAMPING.	

Timestamp	Audit Trail
7/19/2013 1:27:29 PM	JAMES POLK-140 - Created and Submitted

Leave/Overtime Requests: Reviewing/Approving a Request

Leave/Overtime Request

Approve		Deny
Edit	Cancel	Delete

Employee Name: J JAMES POLK
Pay Period: 07/07/2013 to 07/20/2013

Leave Balances as of 07/06/2013 (accurate for current timesheet - will change with each payroll processed)

Once the request has been opened for review, the approver has the following options on the request:

Approve: will generate an e-mail notification to the employee stating their leave/overtime request has been approved.
Deny: will generate an e-mail notification to the employee stating their leave/overtime request has been denied.
Delete: will generate an e-mail notification to the employee stating their leave/overtime request has been deleted. This action should be used when the request should not have occurred.
Cancel: will cancel out of the leave/overtime request without saving the changes.
Edit: will allow the approver to edit the leave/overtime request. No e-mail notification will be generated for the employee.

Leave/Overtime Requests: Reviewing/Approving a Request

Leave requests can also be accessed by clicking the 'Review Time Sheet' button, selecting a TEL and clicking on 'Continue'.

Leave/Overtime Requests: Reviewing/Approving a Request

The time sheets for all employees in that TEL will be displayed. If the employee has a leave/overtime request, it can be opened by clicking on the request in this view.
Note: this is the same view that would appear if the approver selected a TEL (rather than an individual employee) in 'Review Request Actions' view.

Leave/Overtime Requests: Creating a Request

To create a leave/overtime request on behalf of an employee, click on 'Create/View Time Sheet'.

Leave/Overtime Requests: Creating a Request
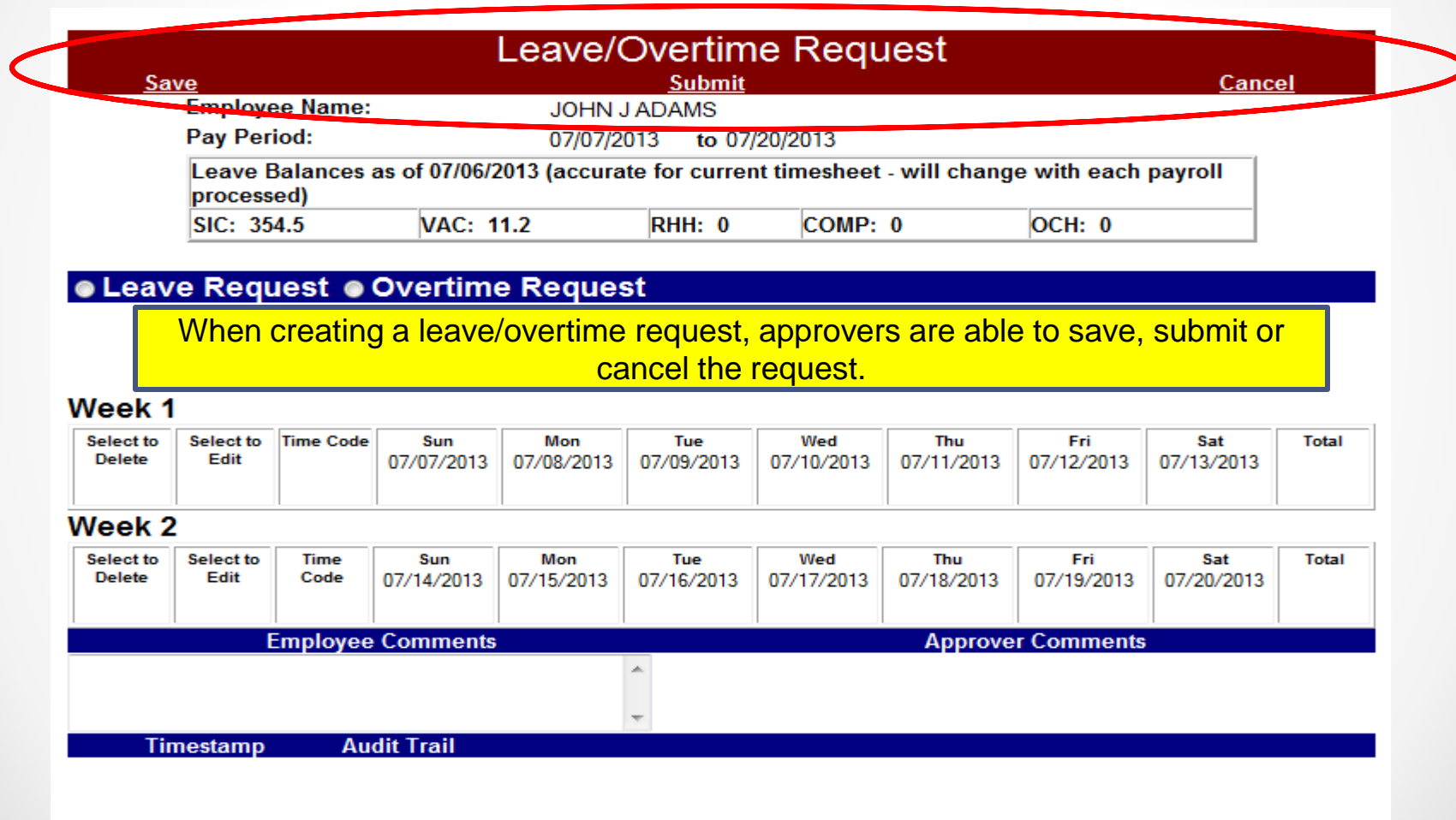
Once the timesheet has opened, click on Create/Leave Overtime Request.

Leave/Overtime Requests: Creating a Request

When creating a leave/overtime request, approvers are able to save, submit or cancel the request.

Leave/Overtime Requests: Creating Request

Upon submission of the request, the approver will be redirected to the 'Review Time Sheet' view.

Leave/Overtime Requests
Accessing an Archived Request

Approvers can select **View/Print Time Sheets** to view archived timesheets. Indicate if the employee is active or termed, the employee's name, the archive year and a pay period. Click on 'Continue' to run the report.

Leave/Overtime Requests: Accessing an Archived Request

Click on the 'View/Leave Overtime Requests' link inside the archived time sheet.

Leave/Overtime Requests: Accessing an Archived Request

Leave/Overtime Requests: Accessing an Archived Request

Leave/Overtime Request

Cancel

Employee Name: **GROVER G CLEVELAND**
Pay Period: **06/23/2013 to 07/06/2013**

Click 'Cancel' after viewing.

Leave Summary

VAC 07/01/2013-07/03/2013 08:00 AM - 05:00 PM LUNCH=1
VAC 07/05/2013-07/05/2013 08:00 AM - 05:00 PM LUNCH=1

Week 1

Time Code	Sun 06/23/2013	Mon 06/24/2013	Tue 06/25/2013	Wed 06/26/2013	Thu 06/27/2013	Fri 06/28/2013	Sat 06/29/2013	Total
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Week 2

Time Code	Sun 06/30/2013	Mon 07/01/2013	Tue 07/02/2013	Wed 07/03/2013	Thu 07/04/2013	Fri 07/05/2013	Sat 07/06/2013	Total
VAC VAC		8.0	8.0	8.0		8.0		
	0.0	8.0	8.0	8.0	0.0	8.0	0.0	32.0

Employee Comments   **Approver Comments**

TAKING TIME OFF TO CAMP OVER THE HOLIDAY.

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in I-TIME
- Contact your local payroll office or
- E-mail the DSP Help Desk at dsphelp@sco.idaho.gov
- For questions regarding this PowerPoint or for training needs, please contact dsptrainer@sco.idaho.gov